



USAID
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JOB VACANCY ANNOUNCEMENT U.S. MISSION - ACCRA

The U.S. Mission in Accra, Ghana is seeking a highly motivated and qualified individual for the position of **Procurement Agent** in the Regional Executive Office of USAID West Africa. The incumbent is responsible for procurement of a variety of commodities and services for USAID/West Africa and USAID/Ghana, USAID/Cote d'Ivoire and other West Africa client Missions as needed. This includes, but is not limited to Service Contracts, Blanket Purchase Agreements, Contracts, Purchase Orders, Task Orders, Delivery Orders, USG Purchase Card, and procurements not covered under ICASS. The procurement level is limited to the Simplified Acquisition warrant level of the Supervisory Executive Officer (S/EXO), currently set at \$150,000.00. Incumbent reports directly to the Personal Services Contractor (PSC) and Procurement Specialist, USAID/West Africa.

Education & Prior Work Experience: A University degree or equivalent in Purchasing, Business Administration, Accounting, Finance, or Public Administration and five (5) years of progressively responsible experience in procurement or a related field is required. One to two years of experience with an international organization, in an English-language work situation is required. Level IV (Fluent) English language is required. **Language proficiency will be tested.**

For full requirements and position description, please log on to the following websites:

<http://www.usaid.gov/west-africa-regional/work-with-us/careers>; <http://www.usaid.gov/ghana/work-with-us/careers>; <http://ghana.usembassy.gov/jobopportunities.html>;

Note: This position is being advertised at a full performance grade of FSN-09. The selected candidate may be hired at a developmental grade FSN-08, based upon qualification and experience.

Salary range: Development grade FSN-08 = GH¢38,571.00 – GH¢57,854.00; and full performance grade FSN-09 = GH¢48,168.00 – GH¢72,247 p. a (depending on qualification and experience).

Interested individuals should submit a **signed cover letter, relevant certificates and CV with references** to:

Regional Executive Office
USAID/West Africa
P.O. Box 1630, Accra

Or by Email to: acpersonnel@usaid.gov

Note: When submitting your application via email, start the subject line with the position title. Failure to state this and attach signed letter with relevant documents will result in a determination that the applicant is not qualified.

CLOSING DATE: DECEMBER, 07, 2016

Only shortlisted applicants will be contacted.

All US and non-Ghanaian citizens, who are not family members of USG employees officially assigned to post and under Chief of Mission authority, must attach copies of the required work and residency permits to their applications to be eligible for consideration. No

relocation expenses are provided to the job location, Accra-Ghana. If transportation to Accra is required, it will be the employee's responsibility. USAID/WA anticipates awarding one Personal Service Contract (PSC) regarding this announcement. Please note that this does not constitute any guarantee that a PSC will be awarded as result of this announcement.

POSITION DESCRIPTION

PROCUREMENT AGENT

BASIC FUNCTION OF POSITION:

The incumbent is a Procurement Agent located in the USAID/West Africa Executive Office. The incumbent is responsible for procurement of a variety of commodities and services for USAID/West Africa and USAID/Ghana, USAID/Cote d'Ivoire and other West Africa client Missions as needed. This includes, but is not limited to Service Contracts, Blanket Purchase Agreements, Contracts, Purchase Orders, Task Orders, Delivery Orders, USG Purchase Card, and procurements not covered under ICASS. The procurement level is limited to the Simplified Acquisition warrant level of the S/EXO, currently set at \$150,000.00. Incumbent reports directly to the PSC and Procurement Specialist, USAID/West Africa.

MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

A. PROCUREMENT

40%

Reviews all incoming procurement requests, establishes priorities and personally performs all appropriate preparations necessary on the basis of the type of procurement requested. Performs procurement actions for the entire Mission and various client Missions, of approximately 300 staff members. As appropriate, advises USAID staff on procurement policy and other pertinent considerations affecting procurement requests. Reviews all procurement requests for compliance with established guidelines such as AIDAR, FAR and ADS prior to initiating action. He/she determines suitable sources of supply through extended local and non-local searches and requests bids and quotations by telephone, correspondence, and advertisement for access to a wide range of public entities. He/she reviews and analyses bids and quotations and recommends the best qualified vendor to the Executive Officer, considering offered prices and vendor capabilities, reputation, and past performance. Approves proposed method of procurement, and may participate in complex or difficult procurement actions. Continuously tracks and expedites requests to ensure procurement actions are brought to completion and mission needs are met. He/she prepares 1034s vouchers for vendor invoicing, and other standard Procurement Section procedures such as preparing purchase order close-out requests. Organizes and coordinates technical committees for the review of proposals, and obtains technical reports for procurement actions, if necessary. Prepares and reviews for accuracy all procurement paperwork and/or reports prior to submission to the Executive Officer for signature. Initiates Buyer and Requester procurement actions in the Global Acquisition and Assistance System (GLAAS) and Integrated Logistics Management System (ILMS) for all ICASS supported procurements. Liaises/coordinates with the DoS Procurement Agents ensuring that procurements placed in ILMS are accurate and ordered in a timely manner. Maintains a tracking system of all procurement documents, from purchase requests, to receipt of procured goods or services by the requestor in GLAAS and ILMS. Screens and reviews bids and quotations, negotiating contracts, and reviews language in contracts and Statements of Work. Ensures and

reviews status reports, and keeps the EXO and the requestor aware of expected delivery or appraised of potential delay. Coordinates timely funding with ROFM, or works with ROFM to resolve funding problems. Ensures close out of all EXO initiated procurement actions.

B. MARKET PRICING

35%

Maintains awareness of market conditions, including price and availability of commonly purchased items. Maintains contact with supplier firms, in order to facilitate resolving procurement problems. Reviews all requests for cash purchases, to ensure costs are fair and reasonable prior to approving any purchase. Ensures compliance with FAR, ADS, AIDAR, and USAID policies and Notices, and with other contracting laws, policies, and procedures in the procurement of supplies and services.

C. VENDOR DATABASE MANAGEMENT AND PROCUREMENT REPORTING 25%

Maintenance of lists of local and international vendor contacts, procurement references, source lists, price quotations, and Federal procurement regulations and instructions and GSA Catalogs, as well as, maintains the mission's Purchase Card Buying Log. Prepares correspondence and reports on all aspects of procurement operations. Reports procurement actions via EPICs, GLAAS and other WEB-based tools, and prepares reports in ASSIST, in coordination, with ROFM and OAA. Annually prepares the mission's Purchase Card Annual Review Checklist for approval by the S/Executive Officer.

Performs other duties as assigned or required.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

Applicants must address each required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

- a. **Education:** A University degree or equivalent in Purchasing, Business Administration, Accounting, Finance, or Public Administration is required.
- b. **Prior Work Experience:** Five years of progressively responsible experience in procurement or a related field is required. One to two years of experience with an international organization, in an English-language work situation is required.
- c. **Language Proficiency:** (Level IV (Fluent) of English-language capability in verbal and written communication is required. *Language proficiency will be tested*
- d. **Job Knowledge:** A good working knowledge of procurement regulations, local and international sources of supply and procurement procedures, and local market conditions and procedures is required.
- e. **Skills and Abilities:** Must possess good judgment, be able to work independently and have the ability to organize and manage procurement tasks effectively, including organizing the Procurement Section to ensure that all records are properly maintained and secured and assist in the development of administrative notices on procurement procedures for the Mission. He/she

must have the ability to use computers and standard software programs; to operate standard office equipment such as copiers and fax machines; and be able to maintain positive working relationships with mission staff and suppliers. ***Proficiency will be tested.***